



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

IMAGING TECHNICIAN TRAINEE

Class No. 002811

IMAGING TECHNICIAN I

Class No. 002806

IMAGING TECHNICIAN II

Class No. 002807

IMAGING TECHNICIAN III

Class No. 002808

■ CLASSIFICATION PURPOSE

To operate and maintain planetary camera and rotary/electronic scanning cameras and microfilm equipment; to audit various film types, and index and verify electronic image files and microfilm; to maintain logs; to prepare material for scanning and microfilming; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

The Imaging Technician class series is involved in electronic image and microfilm production. These classes may be found in the offices of the Assessor/Recorder/County Clerk, Treasurer-Tax Collector, and the Department of General Services. This class series differs from classes using reproduction or printing equipment in that Imaging Technicians use specialized equipment and generally produce high quality images that are archived as official records such as: certificates of death, birth, property title, tax, and legal records.

Imaging Technician Trainee:

This is the entry-level in the Imaging Technician class series. Under direct supervision, incumbents perform simpler tasks such as preparing documents for filming and imaging, indexing electronic images, data entry and data table verification. The Imaging Technician Trainee class differs from the next higher class of Imaging Technician I in that the latter performs more complex imaging and indexing productions tasks.

Imaging Technician I:

This is the first working level in the Imaging Technician class series. Under direct supervision, incumbents perform routine tasks related to electronic image and microfilm production. This class differs from the next higher class of Imaging Technician II in that the latter transfers electronic image files to compact/optical disk; mixes chemicals for microfilm procedures; and may work in a lead capacity.

Imaging Technician II:

This is the journey-level class in the Imaging Technician class series. Under general supervision, incumbents perform the more complex and higher responsibility tasks involved in electronic image and microfilm production. Incumbents may lead subordinate workers on a shift.

Imaging Technician III:

This is the first-line supervisory level and highest level in the Imaging Technician class series. Under direction, incumbents provide application setup, form design, troubleshooting assistance, supervision, appraisal and workflow planning, and technical guidance and leadership to subordinate workers on a shift.

■ FUNCTIONS

The examples of functions listed in the class specifications are representative but not necessarily exhaustive or descriptive of any one position in the classes. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Imaging Technician Trainee/Imaging Technician I

Essential Functions:

1. Sets up, adjusts, and operates electronic imaging equipment, planetary/rotary/aperture cameras, and microfilm duplicating equipment.

2. Performs routine equipment cleaning, maintenance, and minor repairs.
3. Indexes records for electronic imaging using specialized software.
4. Prepares documents for filming or imaging.
5. Assists with general quality control functions (e.g., audits electronic images and microfilm, splices film, and enhances images).
6. Tests film density and resolution.
7. Maintains logs.
8. Retrieves, delivers, and files records when requested by departments.
9. Writes stored images to compact/optical disk.
10. Mixes microfilm processing chemicals and processes film.
11. Provides responsive, high quality service to County employees, representatives of outside agencies, and members of the public by providing accurate, complete, and up-to-date information in a courteous, efficient, and timely manner.

Imaging Technician II

Essential Functions:

All the functions listed above and

1. Assists with the supervision of the work of lower level Imaging Technicians and/or clerical staff.
2. Works occasionally as shift supervisor.

Imaging Technician III

Essential Functions:

All the functions listed above and

1. Plans, supervises, and evaluates the work of subordinate staff.
2. Sets priorities to ensure deadlines are met.
3. Trains subordinate staff.
4. Maintains records, reports, manuals, and files.
5. Coordinates, evaluates, monitors, and performs the most responsible and critical quality control tasks.
6. Maintains microfilm archival security.

■ KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

The following apply to all classes:

- Scanning and imaging systems and procedures.
- Microfilm processing systems and procedures.
- PC and Windows applications fundamentals.
- Planetary, rotary, and aperture cameras.
- State and federal laws pertaining to microfilming and document retention.
- Safety precautions regarding scanning and microfilm processes and materials.
- Scanning/imaging and micrographic standards and quality control.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.
- Indexing and validation terminology.

Imaging Technician II, III (in addition to the above):

- Maintenance requirements of microfilm and/or scanning/imaging equipment.
- Film duplication and camera set-up procedures.
- Theories and techniques of supervision and/or project management.

Skills and Abilities to:

The following apply to all classes:

- Operate various scanning/imaging and microfilming equipment.
- Operate standard office equipment (e.g., PC, fax, copiers, paper and film shredder).
- Understand and carry out written and oral instructions with minimal supervision.
- Perform routine image quality control.
- Transfer and store electronic image files to compact/optical disk.
- Operate duplicators, film splicers, processor, and densitometer.
- Mix chemicals for microfilm processing and film testing.
- Set up, clean, maintain, and calibrate microfilm processor.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives, and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies, and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Imaging Technician III (in addition to the above):

- Provide technical guidance, leadership, and supervision to subordinates on an assigned shift.
- Organize and prioritize workload of subordinate staff.
- Interview and select employees.
- Handle employee counseling, discipline, and grievances.
- Perform or monitor vendor reports on Methylene Blue testing for thiosulfate.
- Respond to customer requests to retrieve records.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. Examples of qualifying education/experience are:

Imaging Technician Trainee:

1. Six (6) months of experience working with personal computers, Microsoft® office program applications (Word, Excel) and other basic office programs that include accurate keyboarding, data entry, and editing skills.

Imaging Technician I:

1. One (1) year of experience operating microfilm equipment or operating electronic imaging equipment, OR
2. Six (6) months of experience as an Imaging Technician Trainee with the County of San Diego.

Imaging Technician II:

1. Three (3) years full-time professional experience working in a darkroom (including setting up cameras, calibrating deep tank processors and roll-to-roll duplicators; mixing chemicals, maintaining equipment, and overseeing processing, duplicating, and quality control of films) or operating electronic imaging equipment, OR
2. Two (2) years as an Imaging Technician I with the County of San Diego.

Imaging Technician III:

1. Four (4) years full-time professional experience working in a darkroom (as defined above) or operating electronic imaging equipment, one year of which must have been at a lead or supervisory level equivalent to an Imaging Technician II with the County of San Diego, OR
2. One (1) year as an Imaging Technician II with the County of San Diego.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classifications. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: standing, sitting, repetitive use of hands to operate equipment. Occasional: walking, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of bins of documents weighing up to 30 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

None required.

Certification/Registration

None required.

Working Conditions

Occasional shift work and/or overtime may be required. Occasionally will work in 60-degree temperature and an environment with 40 to 50 percent humidity level.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Imaging Technician Trainee, I, and II: Incumbents appointed to permanent positions in these classes shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

Imaging Technician III: Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: October 19, 2001

Revised: February 26, 2002

Reviewed: Spring 2003

Revised: June 5, 2004

Revised: August 20, 2004

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